



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor



Timothy P. Murray, Lt. Governor



Tina Brooks, Undersecretary

Memorandum

To: LIHEAP Executive Directors and Program Directors
From: Gerald Bell, Director, Community Services Programs
CC: CSU CSBG/LIHEAP Staff
Subject: Fiscal Year 2008 LIHEAP Annual Application/Work Plan
Date: September 4, 2007

As you know, Congress is yet to approve the Fiscal Year 2008 Low Income Home Energy Assistance Program (LIHEAP) allocation. However, in order to continue your agency's contractual relationship with DHCD, we would like to complete the Fiscal Year 2008 LIHEAP work plan development process prior to November 1, 2007. LIHEAP, subgrantees must submit a LIHEAP Annual Application/work plan to DHCD no later than **Friday, September 28, 2007**. DHCD will coordinate the work plan development process with LIHEAP directors and/or other LIHEAP staff to help develop a service delivery plan for the upcoming fiscal year. Once approved, the work plan will be incorporated into your agency's Fiscal Year 2008 LIHEAP contract. Please take note of the following instructions as you complete the work plan:

- ❖ **Fiscal Year 2008 LIHEAP Projected Funding Levels:** DHCD has not received a notification of Massachusetts's share of the federal LIHEAP grant yet. Therefore, the FY 2007 federal base allocation amount should be used as a guide for Fiscal Year 2008.
- ❖ **LIHEAP Work Plan Cover Page/Work Plan Form:** Please refer to the enclosed sample work plan and LIHEAP Goals and Outcome Measures documents to complete your FY 2008 work plan. We encourage you to develop your proposed LIHEAP activities in the context of the following three areas:
 - (1) Direct Service, including case management and program support (including Assurance 16) activities.
 - (2) Outreach (including Assurance 16) activities.
 - (3) Agency/program capacity building.

All proposed activities must be linked with a LIHEAP Goal and Outcome Measure. Sample copies of LIHEAP work plans are attached. If you are a CAA, the attached LIHEAP Goals and Outcome Measures can be used as *Agency Projected Outcomes* for your agency's CSBG work plan. DHCD encourages consistency between these two program work plans to the extent it is possible.

If you need further information or need clarification, feel free to contact your assigned CSU program representative.

Thank you for your cooperation.